

Wellness Newsletter Custom Content Submission Schedule



SAVE TIME AND STAY ON SCHEDULE

SIMPLE 3 STEP PROCESS TO CUSTOMIZE AND DELIVER YOUR TAILORED NEWSLETTER



1 Content Submission

Schedule and Planning Template

One month prior to delivery, you will receive a standard copy of the digest with a friendly reminder requesting the content you want to include in your next issue.



2 Send Us Your content

- Send your text in a word document.
- Attach any image in a separate file as a 300 dpi, high-resolution .jpg or .eps (vector) file.



3 Receive Your Digest

Your issue will arrive as a final PDF file that is ready for you to deliver to your population along with a template of suggested text to peak interest so employees open and read it.



RULES OF THUMB FOR SENDING CONTENT & ART:

- **Initial setup** - provide logo art as a 300 dpi, high resolution .jpg or .eps (vector) file.
- **Custom cover** - 300 words or less.
- **Half cover article** - 200 words or less.
- **Half page on pg. 4** - 150 words or less.

ELECTRONIC VERSION:

2023 ISSUE	SEND CONTENT BY:
JANUARY:	12/15/2022
FEBRUARY:	1/19/2023
MARCH:	2/16/2023
APRIL:	3/23/2023
MAY:	4/20/2023
JUNE:	5/25/2023
JULY:	6/22/2023
AUGUST:	7/20/2023
SEPTEMBER:	8/24/2023
OCTOBER:	9/21/2023
NOVEMBER:	10/19/2023
DECEMBER:	11/16/2023

PRINT VERSION:

2023 ISSUE	SEND CONTENT BY:
JANUARY:	11/30/2022
FEBRUARY:	1/4/2023
MARCH:	2/1/2023
APRIL:	3/1/2023
MAY:	3/29/2023
JUNE:	5/3/2023
JULY:	5/31/2023
AUGUST:	6/28/2023
SEPTEMBER:	8/2/2023
OCTOBER:	8/30/2023
NOVEMBER:	10/4/2023
DECEMBER:	11/1/2023

2023 WELLNESS NEWSLETTER PLANNING TEMPLATE



Movement: Motivating ideas to incorporate physical activity into daily life.



Healthy Eating: Foods that feed our body and mind.



Self-Care | Health Condition | Balance
Dealing with stress, medical, self-care, mindfulness, work-life balance.



Financial | Medical | Safety | Life
Daily decisions lead us down different paths and determine the life we lead.

*Editorial calendar subject to change

QTR	MONTH/OBSERVANCES	TOPICS*	PROGRAM HIGHLIGHT
Q1	JANUARY: Cervical Health, National Blood Donor, Glaucoma	Weigh In on Movement Healthy Eating Obstacles Weight Loss Tips that Work Life Saving Donations (Giving Blood) Look Ahead (Eye Exams) Do You Need a Will?	
	FEBRUARY: American Heart, 2/3 National Wear Red Day, 2/17 Random Acts of Kindness Day	3 Exercises to Boost Heart Health Foods to Fuel Your Day Is Wine Good for Your Heart? Broken Heart Syndrome Living with Purpose Choosing Kindness	
	MARCH: Colorectal, National Kidney, Nutrition, Vision, Sleep Awareness Week	Exercise and Daylight Savings Home Cooking Nourishing Drinks Dreaming Away Disease Clues from Your Colon Finding the Pot of Gold	
Q2	APRIL: Alcohol, Distracted Driving, Autism, Oral Cancer, Stress, 4/5 National Walking Day	Walk Away Lighter Libations Fruits, Veggies, and Combatting Oral Cancer Caregiving/Pushed to the Limit Avoid a Cell Phone Crash Spring Travel that Won't Break the Bank	
	MAY: Employee Health and Fitness, Arthritis, Skin Cancer, Mental Health, Asthma, Stroke	Actively Enhance Mental Well-Being Foods with Mental Health in Mind Curb the Cravings Go With the Flow On a Scale Pull Out or Ride the Storm?	
	JUNE: Fireworks, National Safety, Brain Awareness, Cataract, Men's Health	Diversify Your Workout A Perfect Picnic Summer Produce Sun Safe Fashions Home Safety Procrastinate or Prepare?	
Q3	JULY: UV Safety, National Parks and Recreation	Move to the Music Fill the Fiber Gap Refreshing Snacks Independence vs. Interdependence Sunscreen Do's and Don'ts Choose to Shine	
	AUGUST: Children's Eye, Safety, Immunization, 8/6 National Friendship Day	Lean on Me – Work out Buddies Fresh and Satisfying Snacks Energy Boosting Bites Real Live vs. Social Media Reconnect with an Old Friend Get Your Shots	
	SEPTEMBER: Fruit & Veggie, Healthy Aging, 9/10 Suicide Prevention Day	Power Hour Anti-Aging Foods Hydration Fountain of Youth You Deserve A Break Evening Routine Nest Egg	
Q4	OCTOBER: Breast Cancer Awareness, Eye Injury Prev, Dental Health, 10/1 World Vegetarian Day, 10/29 World Stroke Day	Balance Your Routine Feeding Immunity Meal Planning Creature of Habit Link Between Dental/Mental Health Informed Decisions	
	NOVEMBER: Diabetes, Lung Cancer Awareness, 11/17 National Take a Hike Day, 11/13 National Kindness Day	Take a Hike Feeding the Hungry Fat Chance Dark Days - Fall Time Change Clues from Your Feet Smoke or Save \$	
	DECEMBER: Safe Toys/Gifts, 12/5 International Volunteer Day	Deskercise Holiday Fat Burning Foods Frozen Advantages Re-Gifting 54321 Technique Old or New Traditions	